



### NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

State of New Hampshire, Department of Cultural Resources 603-271-3483  
19 Pillsbury Street, Concord, NH 03301-3570 603-271-3558  
TDD Access Relay NH 1-800-735-296 FAX 603-271-3433  
[www.nh.gov/nhdhr](http://www.nh.gov/nhdhr) [preservation@dcr.nh.gov](mailto:preservation@dcr.nh.gov)

## Request for Project Review by the New Hampshire Division of Historical Resources

The Division of Historic Resources (DHR) is New Hampshire's State Historic Preservation Office (SHPO). Under state and federal laws, the DHR works with other governmental agencies to review publicly-assisted projects that may affect historical or archeological resources. Historic preservation "Review & Compliance" is a consultation process to identify significant historic properties in the planning stage of a project, so that any harm to them can be avoided or minimized. It is intended to be a conflict-resolution and problem-solving process that balances the public interest in historic preservation with the public benefit from a variety of governmental initiatives.

Laws and regulations protecting historical resources and guiding the DHR's review and consultation are listed below, with citations for additional information noted:

National Historic Preservation Act of 1966,  
as amended: [www.achp.gov/nhpa.html](http://www.achp.gov/nhpa.html)

NH RSA 227-C:9:  
[www.gencourt.state.nh.us/rsa/html/XIX/227-C/227-C-9.htm](http://www.gencourt.state.nh.us/rsa/html/XIX/227-C/227-C-9.htm)

ACOE NH Programmatic General Permit:  
[www.des.state.nh.us/wmb/Section401/reviewProcess.html](http://www.des.state.nh.us/wmb/Section401/reviewProcess.html)

Federal Highway Administration:  
Section 4(f):  
<http://www.environment.fhwa.dot.gov/strmlng/newsletters/mar08nl.asp>

**To begin review and consultation with the DHR, project proponents must complete and submit a Request for Project Review (RPR).** Mail the completed RPR form, a self-addressed stamped envelope and required materials to:

NH Division of Historical Resources  
State Historic Preservation Office  
Attention: Review & Compliance  
19 Pillsbury Street Concord, NH 03301-3570

RPRs will not be accepted via facsimile or e-mail. Please provide a completed form even in cases where project information is included in a separate document, such as DES permit applications and other environmental reports and applications. Environmental documents may be submitted as attachments to the form, only if they provide an important part of the project description. For questions regarding project review please visit [www.nh.gov/nhdhr/review](http://www.nh.gov/nhdhr/review) or contact the R&C Specialist at 603.271.3558. The DHR will retain all items and supporting documentation submitted with a review request, including photographs and publications. Items to be kept confidential should be clearly identified.



## **Before You Complete the Request for Project Review Form**

1. Determine the entire geographical area in which changes may occur. The boundaries of the project area should be clearly described and indicated on a 7.5 minute USGS topographic quadrangle (original or clear copy).
2. Be aware that, in the event historic resources are affected by your project, it will be necessary for you to develop a plan for public involvement to complete the review process.
3. Gather information on already-identified historic properties within or adjacent to the project area that may be affected by your project. Information on recorded historic properties is available at the DHR, and this information **must** be collected prior to submitting project review materials. The DHR records are open to the public by appointment by calling the DHR Records Coordinator at 603.271.6568. Please be aware that survey in New Hampshire is far from complete, and the absence of historic resources in DHR records does not mean that no historic properties are present.
4. Following the records check, project proponents should complete the Project Review Form in its entirety by referring to the following instructions. Attach or enclose the required additional information, and submit your application packet to the DHR in paper. Please include a self-addressed stamped envelope in order to expedite the review process. Incomplete materials will be returned without review.

## **Photograph Submittals**

Photographs submitted for project review may be either 35mm black/white, color prints, or digitals. All photographs must be clear, crisp and focused. Digital images should not be pixilated. Photographs must be submitted in a 3 x 5 format or larger and their subject locations keyed to an accompanied map.

## **How to Complete the Request for Project Review (RPR) Form**

### **GENERAL PROJECT INFORMATION**

**Project funded by American Recovery and Reinvestment Act of 2009** – *Indicate if the project is receiving economic stimulus funds from the American Recovery and Reinvestment Act of 2009.*

**New Submittal or Additional Information** - *Indicate if the project, or any part thereof, has been previously reviewed by DHR and if so, insert the DHR review number. If we know that a project has been previously reviewed, we can often avoid asking for duplicate information.*

**Project Title** - *Provide the name of the project.*

**Project Location** - *Provide the location (independent city or town) of the project. If your project involves work on a specific building, please include the street address of the building. Provide the tax map and lot numbers of the property(s). Also include Geographic Coordinates (if known). NH State Plane-Feet is the preferred coordinate system. Access to State Plane coordinate data can be found at: <http://mapper.granit.unh.edu>. Please refer to the R&C FAQ's on help accessing this data.*

**Lead Federal Agency** – *Indicate the Federal agency that is responsible for Section 106 Compliance and that agency's permit or job reference number (if known). If you do not know the Federal agency involved in your project, please contact the party requiring you to apply for Section 106 review, not the DHR, for this information.*

**State Agency** – *Indicate the State agency (if applicable) that is involved in the project and that agency's permit or job reference number (if known).*

## APPLICANT INFORMATION

**Applicant Name** – *Provide the name and contact information of the applicant.*

**Contact Person to Receive Response** – *Provide the name and contact information of the person to receive the DHR's response letter. Be sure to include a self-addressed stamped envelope with your application packet to expedite the review process.*

## PROJECT BOUNDARIES AND DESCRIPTION

Indicate the name of the USGS quadrangle on which your project area is located. An original or clear photocopy of the 7.5 minute USGS topographic quadrangle, or a **clearly labeled** portion thereof, showing the exact boundaries of the project location **must** be attached to this application. Do **not** reduce or enlarge the map. Topographic maps may be printed or downloaded free of charge at: <http://mapper.granit.unh.edu>. Please refer to the R&C FAQ's on help accessing this data.

Attach a detailed written description of the project area and the proposed undertaking, making sure to include the following information:

- (1) A narrative description of the proposed project (or copy of any other environmental review reports or applications, if available); the project's area of potential effects (including secondary areas or impacts, such as borrow pits, changes in functional relationships between historic properties, etc.); and the nature and extent of any past development or disturbance on the subject property (including the location of existing utilities, previous landscape alterations), and when these changes were made (if known).
- (2) A large-scale map, diagram, or site plan(s), showing the project area's existing conditions and proposed changes (If this type of plan is not yet available for the project, explain why and give a date as to when it will be submitted). The drawing should indicate compass orientation, contours, general soil types, distances to surface water, presence of wetlands, and proximity to roads. If any existing buildings, structures, cemeteries, dams, canals, bridges, foundations, ruins, old wells, cellar holes, stone walls, trails, or specialized uses such as dump sites, etc., are present, their locations should be shown. The type of any known past disturbances or alterations of the site such as paving, filling, grading, excavation, mining, cultivation, demolition of structures, etc., should be indicated, along with a (estimated) date.
- (3) If the project involves rehabilitation, demolition, additions, or alterations to existing buildings or structures, the following items should be submitted:
  - (a) A description of the proposed work.
  - (b) A copy of preliminary specifications (if unavailable, please indicate expected date as to when they will be submitted).
  - (c) Photos of the portion(s) of the structure(s) where rehabilitation, demolition, additions, or alterations are proposed. Also provide clear photos of any doors, windows, trim, interiors, or other building features that are to be altered
- (4) For ground-disturbing projects, a photocopy of the relevant portion of a soils map (if accessible) should be attached. Soils maps may be downloaded for free at [www. http://websoilsurvey.nrcs.usda.gov/app/](http://websoilsurvey.nrcs.usda.gov/app/)

**Architecture** - *During the identification stage of the review process you should determine the presence/absence of standing structures. Be sure to include the results of the DHR Records search for historic properties with your submittal packet and indicate the date the file review occurred on the RPR form. Indicate if the records search revealed any historic properties in the project area and if the site inspection revealed any properties more than 50 years of age within or adjacent to the project area which may or may not be recorded at the DHR.*

*Photographs of all buildings and structures within the project area must be included with the application materials. Neighborhood streetscape images should be included if applicable.*

**Archaeology** – *For projects involving ground-disturbing activities a project specific map/plan indicating the areas of the proposed excavation is required along with a detailed description of current and previous land use and any known disturbances within the project area. Additionally, please note to the best of your knowledge whether the land owner/developer is aware of any archaeological resources within the project area (i.e. stone walls, cellar holes, etc.).*

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Your request for Project Review is ready to be submitted to the DHR if you've:

- ✓ Determined the entire geographical area of the proposed project
- ✓ Planned for public participation
- ✓ Conducted a DHR file review for already-identified historic properties within or adjacent to the project area
- ✓ Completed the Request for Project Review Form in its entirety including all requested material
- ✓ Included a self-addressed stamped envelope